

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer, CT/Civil	03/Division of Maintenance and Traffic Operations	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineer	903-350-3135-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under general direction of the Chief, Office of Traffic Operations, a Senior Transportation Engineer, employee investigates and reviews incoming requests from the general public, city and county governments, other state agencies and departments, and internal Caltrans units pertaining to signing, striping, and pavement delineation and develops orders for signing, striping and delineation revisions. Assists the District Truck Services Coordinator with truck issues. Travel may be required. Incumbent should possess a valid driver's license. Range D will need to possess a current California PE registration.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Performs signing and striping operational investigations for new or revised sign installations and pavement delineation. This work includes extensive field reviews to determine and mark sign and delineation placement. Prepares sign orders, sign installation orders, and/or delineation orders to address the issues arising from the investigations. Consults with Maintenance branches concerning traffic signing and striping issues.
25%	E	Responds to requests for signage or striping improvements from other Caltrans units, local agencies, law enforcement agencies, and the general public. Responses ensure compliance with the MUTCD and Caltrans policies and directives. Assists requestors with Caltrans procedures.
10%	E	Prepares sign orders, sign installation orders, and/or delineation orders for replacing missing or damaged signage and striping. May involve field reviews.
10%	E	Coordinates with the Traffic Safety Branch to make striping and signing changes to address roadway locations with safety concerns. Prepares sign orders, sign installation orders, and/or delineation orders to address the issues arising from the investigations.
10%	E	Maintains accurate records of sign and pavement delineation work, properly filing paperwork and maintaining sign log sheets on both hand drawn paper records and electronic records using Microstation.
5%	E	Performs ball banking investigations to determine the appropriate advisory speeds for a horizontal curve. Prepares sign orders and sign installation orders where needed to reflect the results of the ball banking investigation.
5%	E	Responds to the public who request memorial and business guide signs (such as private universities etc) by determining if they meet the qualifications as outlined in the MUTCD. Prepares sign orders and sign installation orders where needed to reflect the results of the ball banking investigation.
5%	M	Assists the District Truck Services Coordinator with field reviews of signage, reviews of geometrics for truck turning both in the field and with drafting software.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position will not supervise. However, the position will require taking the lead on some assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of fundamental engineering principles, particularly as they pertain to highway geometric design and traffic flow characteristics.

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- Knowledge of pavement delineation and signing practices. Ability to research and interpret provisions of the California Manual on Uniform Traffic Control Devices.
- Ability to research and interpret provisions of the California Vehicle Code.
- The ability to analyze plans and sketches to prepare signing, pavement delineation and traffic handling issues; understand basic design and construction engineering principles, and make accurate calculations.
- Knowledge of the functional and organizational characteristics of the Division.
- Knowledge of computers and the Department's standard software.
- Ability to establish and maintain professional and cooperative relations with those contacted in the course of the work.
- Ability to communicate with the public, other agencies, and Caltrans' personnel, both in writing and orally.
- The ability to work independently, learn quickly, analyze situations, and communicate tactfully and effectively with a variety of people of different backgrounds, experiences and attitudes.

Range D will need to possess a current California PE registration.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors could result in poor information to the motorists leading to complaints and poor Department image; possible tort liability of incorrect and improper signing, striping and delineation practices; errors in signing, striping and delineation orders may cause added expense to the State for corrections.

PUBLIC AND INTERNAL CONTACTS

Must be able to respond to inquiries and provide accurate and factual information; must be able to deal effectively with others within the Department of Transportation and will have contact with the public and representatives of other agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements for this position include sitting for long periods of time using a keyboard and video display terminal and may occasionally require bending, stooping and kneeling. In addition, the position requires frequent field trips dealing with live traffic conditions.

Mental requirements for this position include the ability to adapt to changes in priorities and to complete tasks on short notice; the ability to organize and prioritize large volumes of varied documents; and the ability to concentrate in order to review and create documents and meet strict deadlines.

Emotional requirements for this position include: interaction with the public and outside agencies and the ability to work with others in a cooperative manner; ability to resolve emotionally charged issues reasonably and diplomatically; deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity; consider and respond appropriately to the needs, feelings, and capabilities of various people in different situations; must be tactful and treat others with respect; open to change and new information; and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

While at the base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to traffic, dirt, noise, uneven surfaces, and/or extreme heat or cold. Incumbent should possess a valid California driver's license.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE